



## Department of Energy

Brookhaven Site Office  
P.O. Box 5000  
Upton, New York 11973

JUN 14 2006

Mrs. Donna A. King  
Brookhaven Science Associates, LLC  
Brookhaven National Laboratory  
P. O. Box 5000  
Upton, NY 11973-5000

Dear Mrs. King:

**SUBJECT: PERSONAL PROPERTY- REVISION TO THE REQUIREMENT FOR  
BROOKHAVEN SITE OFFICE (BHSO) CONTRACTING OFFICER APPROVAL  
ON RETIREMENT NOTICES**

On May 16, 2006 Brookhaven Science Associates (BSA) was informed that Personal Property Retirement Notices will no longer require BHSO approval. However, a review of recent Retirement Notices, involving Lost or Stolen property indicates that another Laptop Computer has been reported missing. The latest Police Incident Report states that the Laptop was missing from the custodian's vehicle, which was parked at a bowling alley's parking lot. This lack of judgment causes us concern.

In light of this recent incident, BHSO is revising the May 16, 2006 guidance which waived contracting officer approval for Personal Property Retirement Notices. Effective immediately, Retirement Notices that involve property reported as Lost, Stolen, or Missing will require contracting officer approval.

If you have any questions, please call me at extension 5050.

Sincerely,

A handwritten signature in black ink, appearing to read "Nicholas Torres".

Nicholas Torres  
Budget Analyst

cc: A. Gruender, SC-CH  
P. Quit, SC-BHSO  
M. Bebon, BSA  
M. Healey, BSA